

## HANDING OVER OF KEYS

Name : .....

First name : .....

Address : .....

Postal code : .....

Location : .....

Date of handing over of the keys : ...../...../.....                      Number of keys : .....

Name and first name of the housekeeper : .....

The client hands over the keys to the housekeeper regarding her/his performance(s) at her/his private address in the context of service vouchers.

The housekeeper commits her(him)self not to duplicate the keys handed over on their own initiative and not to assign these keys to other persons. They will immediately report any loss of the key(s) to the client.

The housekeeper commits her(him)self to only use this (these) key(s) for the performance(s) planned in her/his agenda.

From the moment that the housekeeper no longer works with the above customer, due to termination of employment or change of work post, she will return the keys, at first request, to the latter.

The key(s) can also be handed over to the agency. In this case, the management of the key(s) is insured by our consultants and is stored in a safe place.

The company declines any responsibility in case of loss or theft of the key(s) in the possession of the housekeeper.

Signature client « Read and approved »

Signature housekeeper « Read and approved »

In case of return of the keys to the client:

Date of handing over of the keys : ...../...../.....

Number of keys : .....

Signature client « Read and approved »

Signature housekeeper « Read and approved »